

1.2.A.3 Sanitation, Safety and Fire Prevention Inspections

I Policy Index:



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II Policy:

To promote the health and safety of offenders and staff, all institutions operated by the Department of Corrections (DOC) will conduct regular inspections to ensure compliance with accepted fire prevention, sanitation and safety standards.

III Definitions:

Qualified Weekly Inspector:

An institutional staff person trained by a Qualified Monthly Inspector or state or local officials to perform weekly fire prevention, sanitation and safety inspections.

Qualified Monthly Inspector:

Staff persons responsible for conducting monthly fire prevention, sanitation, and safety inspections to ensure that conditions within the institution meet accepted fire prevention, sanitation and safety standards. Qualified Monthly Inspectors will receive training from appropriate institutional, state or local officials or private contractors regarding state or local codes, regulations and policies.

Facility Chief Inspector:

The staff person designated by the institution's Warden, Superintendent or Director as the Chairman of the Loss Control Committee and responsible for ensuring conditions within the institution meet fire prevention, sanitation and safety standards. The Facility Chief Inspector will receive training from appropriate state and/or local officials to carry out the responsibilities of the position. This person will be the point of contact for all questions pertaining to fire prevention, sanitation and safety standards for their respective institution and any facilities that fall within their respective institution.

State Fire Marshal:

The State Fire Marshal's office assists fire departments throughout South Dakota with training, investigation, public education, fire prevention, and code compliance. The "State Fire Marshal" may include any person who is a representative of the Fire Marshal's office including a chief deputy and deputy fire marshals.

IV Procedures:

1. Food Service Inspections:

- A. Administrative, medical and/or food service personnel will conduct daily checks of food service refrigeration, freezer and dishwasher units.
 1. Food service refrigeration and freezer equipment will be checked at least daily for operation within the following acceptable temperature ranges:
 - a. Refrigerators will operate from 35° to 40° degrees Fahrenheit.
 - b. Freezers will operate at 0° degrees Fahrenheit or below.
 - c. Temperature checks will be logged with the date, time and temperature observed.
 - d. Deviations from optimal temperatures should be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are made immediately.
 2. All dishwasher final rinse temperatures will be checked daily. Temperatures will be least 180° degrees Fahrenheit or between 140° - 160° degrees Fahrenheit, if a sanitizer is used on the final rinse.
 - a. Temperature checks will be logged with the date, time and the temperature observed.
 - b. Deviations from optimal temperatures should be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are made immediately.
- B. The food service area of each DOC institution will be inspected weekly by at least one (1) Qualified Weekly Inspector.
 1. The areas to be inspected will include but not limited to, dining, food preparation, serving, storage, dishwashing, waste disposal, and restrooms used by staff or offenders assigned to these areas. The personal hygiene of staff and offenders assigned to the area will also be observed.
 2. Weekly inspections of the food service area will include review of food preparation and serving of food, food storage, overall sanitation, including pest control, fire prevention and other safety standards.
 3. The inspection will be documented and signed by the inspector.
 - a. The original inspection will be given to the food service supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 4. Any deficiencies noted on the inspection will be rectified.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the Food Service Supervisor will ensure that the deficiency is rectified as soon as possible.
 - c. Corrective action will be documented and forwarded to the institution's Facility Chief Inspector.

5. Each institution will have a licensed/certified person or company that is available to provide pest control services as needed.
- C. Each food service area of the institution will be inspected monthly by at least one (1) qualified monthly inspector.
1. The places to be inspected will include the following: dining areas, food preparation areas and equipment, food serving areas and equipment, storage areas, dishwashing areas, waste disposal areas and restrooms. The personal hygiene of staff will also be observed.
 2. Monthly inspections of the food service department will include food preparation and serving, food storage, sanitation, fire prevention and safety standards.
 3. The monthly inspection will also include the following:
 - a. Check of documentation to ensure that fire drills for that area are being conducted;
 - b. Test of the manual backup system for release of inmates of locked areas (where applicable);
 - c. Visual inspection of fire suppression and detection systems; and
 - d. Inspection of all firefighting equipment (See DOC policy 1.2.A.1 [Fire Prevention](#)).
 4. The inspection will be documented and signed by the inspector(s).
 - a. The original inspection will be given to the food service supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 5. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency can not be rectified immediately, the food service supervisor will take those actions necessary to ensure the deficiency is corrected. Corrective action taken will be documented and forwarded to the institution's Facility Chief Inspector.
- D. The South Dakota Department of Health will inspect the food service area at least annually.
1. Each institution's food service area must be certified as compliant and meet all accepted standards and requirements set by qualified professional and/or governmental agencies, including all applicable state health and sanitation codes.
 2. A copy of the inspection will be given to the institution's Facility Chief Inspector.
 3. The food service supervisor and Facility Chief Inspector are responsible for ensuring deficiencies are addressed in a timely manner.
 4. Actions taken to rectify deficiencies will be documented and retained by the institution's Facility Chief Inspector.
 5. The Facility Chief Inspector will provide a copy of each of the following to the Warden, or Superintendent, DOC Director of Operations and DOC Policy and Compliance Manager:

- a. Annual food service inspection results.
 - b. Any applicable cover letters received from the inspectors.
 - c. Response to any deficiencies.
- E. The Facility Chief Inspector will maintain a copy of the most current inspection for review by the Corrections Review Team (CRT).

2. Inspections of All Other Areas of the Institution:

- A. A qualified weekly inspector or a qualified monthly inspector will conduct weekly fire prevention, sanitation and safety inspections of each area of the institution operated by the DOC.
1. Areas to be inspected include the following:
 - a. Housing units;
 - b. Program, education and office areas;
 - c. Recreation areas;
 - d. Storage areas;
 - e. Work, industry and shop areas; and
 - f. Exterior areas on the grounds of the institution.
 2. The weekly inspection will address fire prevention, sanitation, including pest control, and safety standards.
 3. The inspection will be documented and signed by the inspector(s).
 - a. The original inspection will be given to the area supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 4. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the area supervisor will ensure the deficiency is rectified as soon as possible.
 - c. The action taken will be documented and forwarded to the institution's Facility Chief Inspector.
- B. A qualified monthly inspector will conduct monthly fire prevention, sanitation and safety inspections of each area of the institution operated by the DOC.
1. Places to be inspected include the following:
 - a. Housing units;
 - b. Program, education and office areas;

- c. Recreation areas;
 - d. Storage areas;
 - e. Work, industry and shop areas; and
 - f. Exterior areas on the grounds of the institution.
2. The monthly inspection will address fire prevention, sanitation and safety standards.
 3. The monthly inspection will also include the following:
 - a. Check of documentation to ensure that a fire drill for that area is being conducted on a monthly basis;
 - b. Test of the manual backup system for release of inmates of locked areas (where applicable);
 - c. Visual inspection of fire suppression and detection systems; and
 - d. Inspection of all firefighting equipment.
 4. The inspection will be documented and signed by the inspector(s).
 5. The original inspection will be given to the area supervisor for review and signature. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 6. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the area supervisor will take those actions necessary to ensure that the deficiency is rectified and the corrective action taken will be documented and forwarded to the institution's Facility Chief Inspector.

3. Annual Review:

- A. Annual Fire Safety and Hazard Identification Review:
 1. The institution's Facility Chief Inspector will facilitate an annual review of the institution with the State Fire Marshal's office, Department of Health and Office of Risk Management.
 2. The Facility Chief Inspector will provide a copy of the annual review and any response generated that addresses identified deficiencies to the Warden, Superintendent, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual review for inspection by the Corrections Review Team (CRT).

4. Documentation of Inspections:

- A. Daily, weekly and/or monthly inspections may be documented on paper forms designed for such a purpose and kept on file, or in an electronic format.
- B. Daily, weekly, monthly and annual inspection reports and institutional responses shall be available upon request to the Corrections Review Team and authorized staff conducting an annual inspection.

5. Loss Control Committee:

- A. The loss control committee will be represented by qualified weekly inspectors, qualified monthly inspectors and chaired by the Facility Chief Inspector.
- B. The loss control committee will meet at least quarterly to address the following topics:
 - 1. The review of findings obtained from the weekly and monthly inspections.
 - 2. Identifying corrective measures to any findings out of compliance.
 - 3. Identify staff members who may need training to become qualified monthly inspectors.
 - 4. Scheduling of the annual sanitation, safety and fire prevention inspections of the entire institution.
 - 5. Identifying solutions to any findings reported during the annual sanitation, safety and fire prevention inspections.
 - 6. Any other topic that the facility chief inspector believes pertinent for discussion for the safety of inmates and staff employed in a DOC institution.
- C. The loss control committee will maintain minutes of each quarterly meeting, which will be kept by the respective Facility Chief Inspector.
 - 1. The minutes shall be available for review upon request from the Corrections Review Team (CRT) and the respective Warden/Superintendent or designee.

V Related Directives:

DOC policy 1.2.A.1 - [Fire Prevention](#)

VI Revision Log:

June 2002: **Added** requirements to monthly food service inspections. **Added** references to inspection for pests during weekly inspections and sections on facilities having pest control professional available when needed

June 2003: **Revised** the definition of a Qualified Staff Person. **Clarified** information on weekly Food Service inspections. **Changed** monthly Food Service inspections from the Fire and Safety Officer to the Safety and Sanitation Officer. **Noted** that a Qualified Safety and Sanitation Officer can conduct weekly inspections of other areas. **Added** that copies of corrective action on other inspections will be sent to the Chief Safety and Sanitation Officer.

April 2004: **Added** language that the annual inspection of the food service area can be conducted by a trained outside source. **Changed** the requirement on the final rinse temperature of dishwashers. **Revised** the response time to the State Fire Marshal's annual inspection.

April 2005: **Changed** Chief Executive Officer to Warden, Director or Superintendent. **Revised** the policy statement. **Clarified** that inspections apply to DOC operated facilities or those portions of facilities operated by the DOC.

April 2006: **Updated** facility names. **Added** a requirement that copies of annual inspections and action to correct deficiencies be sent to the Policy and Compliance Manager.

May 2007: **Added** a section on Documentation of Daily, Weekly and Monthly Inspections.

April 2008: **Revised** format of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. **Replaced** "identified" with "designated" and "facility" with "institution or institution's" throughout policy, except when referring to the Redfield Minimum or Yankton Minimum Facilities. **Revised** phrasing of "Warden, Director or Superintendent" to "Warden, Superintendent or Director" throughout policy. **Replaced** "State Fire Marshal or his designee" to "State Fire Marshal or

designee". **Revised** formatting of subsection (b in Annual Fire Inspections section) to read as (# 2 of the Fire Inspections section). **Added** the sentence that Warden, Superintendent or designee(s) of each institution will e-mail the Policy and Compliance Manager the scheduled date of the annual inspections. **Added** that the State Fire Marshal, Department of Health or Office of Risk Management will submit a report of inspection to the Warden or Superintendent in its appropriate subsection within this policy. **Revised** language in each appropriate subsection (Annual Fire Inspections, Annual Sanitation Inspections and Annual Safety Inspections sections) to state that the Warden, Superintendent or designee(s) will scan and e-mail a copy of the annual report of inspections and the institution response to the DOC Policy and Compliance Manager within 60 days of the annual inspections. **Replaced** "Director" with "designee(s) throughout policy, as appropriate. **Revised** minor grammar, sentence structure and number formatting throughout policy.

March 2009: **Revised** titles of the trained staff in Definitions section and throughout policy. **Deleted** reference to the Redfield Minimum Facility in ss (A2, B2 and C2), **deleted** "fire and safety" in ss (B6), **deleted** "fire" from ss (C6) of Annual Inspections. **Added** Attachment 1.

July 2009: **Added** point of contact and **added** any facilities that fall within their respective institution to the definition of Facility Chief Inspector. **Added** applicable cover letters and 30 days in ss (D5), **revised** ss (D5) into two parts to include, date of inspection and within 60 days in ss (D6) and **added** examples for ss (D5 and D6) of Food Service Inspections. **Replaced** Warden, Superintendent of designee(s) with Facility Chief Inspector within ss (A3, A6, B3, B6, C3 and C6 within Annual Inspections). **Added** Facility Chief Inspection in ss (A1), **revised** ss (A3, B3 and C3) to include within 3 working days and referenced completion of Attachment 1, **revised** ss (A6, B6 and C6) to include reference to applicable cover letters, **replaced** 60 with 30 days, **revised** ss (A6, B6 and C6) into two parts, **added** date of inspection to ss (A6, B6 and C6), **added** ss (A7, B7 and C7) to include date of inspection and 60 days all within Annual Inspections. **Added** Loss Control Committee section. **Revised** other minor wording throughout policy. **Added** hyperlinks throughout policy. **Replaced** Facility Contact with Facility Chief Inspector and **revised** Reminder section within Attachment 1.

April 2010: **Revised** formatting of Section I. **Replaced** reference to submitting results and responses to Policy and Compliance Manager to CRT within ss (D of Food Service Inspections) and ss (A, B and C of Annual Inspections). **Added** "annual" in ss (A) and **added** new ss (C) both within Documentation of Inspections. **Added** new ss (C and C1 of Loss Control Committee). **Deleted** former Attachment 1 regarding Notification form. **Added** new Attachment 1 regarding Inspection Requirements.

April 2013: **Deleted** "Non Public" and Replaced with "Public" **Added** "and offenders assigned to the area" in Section 1 B. 1. **Added** "corrective" to Section 1 B. 4. c. **Deleted** "pest control professional" and **Replaced** with "person" in Section 1 B.5. **Added** "Corrective" in Section 1 C. 5. b. **Added** "or other certified inspector(s) as approved by the Office of Risk Management and/or DOH" in Section 1 D. **Added** "Each institution's" and **Deleted** "by the DOH" and **Added** "and meet all standards and requirements set by qualified professionals and/or governmental agencies, included all applicable" in Section 1 D. 1. **Added** "and Facility Chief Inspector" in Section 1 D. 3. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 1 D. 5. **Deleted** "trained outside source inspector" and **Replaced** with "approved inspector" in Section 1 E. **Added** "and/or deficiencies" in Section 2 C. 2. **Deleted** "or designee of other appropriately trained individual" and **Replaced** with "office" in Section 3 A. and Section 3 A. 3. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 A. 5. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 B. 5. **Added** "approved by the Office of Risk Management" in Section 3 C. 1. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 C. 5. **Added** "and kept on file or the inspections" in Section 4 A.

May 2014: Reviewed with no changes.

June 2015: **Deleted** "from the administrative, medical and for food service department" in Section 1 B. **Deleted** "Inspections" and **Replaced** with "review" in Section 3. **Added** "facilitate an annual review of the institution with the" and **Added** "DOH, Office of Risk Management" and **Deleted** "conducts a fire safety

inspection of the entire DOC operated institution on an annual basis” in Section 3. A. 1. **Deleted** a. and 2-4 in Section 3. **Deleted** B. and C. in Section 3.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

07/08/2015

Date

Attachment 1: DOC Inspection Requirements

The **DOC Inspection Requirements** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **DOC Inspection Requirements** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **DOC Inspection Requirements**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Non-Public		Please refer to DOC policy 1.2.A.3 Sanitation, Safety and Fire Prevention Inspections			
DOC INSPECTION REQUIREMENTS					
Type of Inspection	Daily Inspections	Weekly Inspections	Monthly Inspections	Quarterly Inspections	Annual Inspections
Food Service	DOC, DOH or Food Services	QWI or QMI	QMI		SD Department of Health
Sanitation *		QWI or QMI	QMI		SD Department of Health
Safety *		QWI or QMI	QMI		Office of Risk Management
Fire *		QWI or QMI	QMI	Fire Detection & Suppressing Systems - Certified Contractor or trained Institutional Staff	SD Fire Marshal's Office
KEY:					
QWI - Qualified Weekly Inspector					
QMI - Qualified Monthly Inspector					
* Denotes those inspections shall include: housing, program/offices, recreational areas, storage, work areas, shops and exterior areas of DOC grounds.					
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